



**To:** All DWD Employees

**From:** Robyn Whalen *RWhalen*  
Director, Human Resources

**Date:** June 29, 2005

**Subject:** DWD Commissioner's Directive 2004-46  
DWD Dress Code

**Re:** All Funding Sources

**Purpose:** To inform all DWD staff of the dress code

**Rescission:** None

**Content:**

DWD Employees are expected to dress in a manner that is acceptable for a professional atmosphere. Our employees represent the agency and the state to our clients and our colleagues, and our appearance should reflect professionalism and respect. It is our policy that employees will maintain the highest standards of cleanliness and grooming, and should present a neat, businesslike appearance at all times while representing the Agency.

**Procedure:**

- **Personal Grooming:** All DWD employees must be well groomed and practice good personal hygiene. Hair should be clean and neatly arranged. Facial hair should be neatly trimmed. Eccentric hairstyles, facial hair, or hair color will not be permitted. No visible body piercing other than ears (for females only) is allowed. Earrings should be conservative and not detract from professional appearance. Tattoos on the body should be covered. Fingernails should be clean and neat and of an appropriate length; nail polish should be conservative.
- **Footwear:** All dress and casual shoes and sandals are permissible. Socks or hosiery should be worn as appropriate. Thongs, flip-flops, tennis shoes and athletic shoes are not permitted. Exceptions pertaining to athletic shoes worn for medical reasons will only be effective when a physician issues a written statement to Human Resources regarding the reason and timeframe the employee must wear such footwear. In the event that the athletic shoes are authorized, they should be of a dark color.

- **Headwear:** Hats are not considered appropriate for the workplace and will not be permitted. Stereo headphones will be permitted in the workstation only with the supervisor's approval.
- **Attire:** Separate Dress Codes pertaining specifically to attire have been defined for two areas of the Agency: the Administrative Office and the WorkOne Offices and Express Centers. Employees should follow the guidelines for their respective areas.

**DWD Administrative Offices:**

The Agency considers it important that all employees are well groomed, neat, and dress appropriately for their job function. Minimum guidelines have been determined to define appropriate attire. Employees are expected to dress in a neat, conservative style to help maintain a professional image and working environment. Tops are to be worn tucked in unless banded on the bottom hem. General working attire will include:

Appropriate		Inappropriate
Oxford shirts Polo shirts Dress blouses Sweaters/turtlenecks Suit jackets	<b>Tops</b>	T-shirts or undershirts Tank tops Tube tops Halter tops Cropped tops Jerseys Muscle shirts Sweatshirts Shirts with questionable or offensive writing or graphics Tight or revealing shirts
Slacks Skirts Jumpers Dresses	<b>Bottoms</b>	Leggings, jersey or spandex Sweatpants or exercise pants Shorts, skorts, or split skirts Jeans or denim fabric of any color Low-rider or hip-hugger pants or skirts Capri, cropped, or stirrup pants Skirts of inappropriate length

**Exceptions:**

Employees working in the Offices Services Division will be allowed to wear denim pants and dark tennis shoes due to the nature of their duties. Those pants will be clean, neat, and without holes or tears.

Employees in situations requiring more formal business attire (employees conducting or attending meetings, seminars, roundtables, etc, or those who have regular contact with other business professionals) should dress accordingly to represent the agency and the state as appropriate. Conservative shirts, jackets, ties and suits are commonly considered appropriate formal business attire.

**WorkOne Offices and Express Centers:**

The Dress Code for WorkOne Offices and Express Centers has been established to promote a professional, team atmosphere, and to provide high-quality customer service by making employees easily identifiable to our clients.

WorkOne Employees are required to wear solid white or royal blue tops and solid black or navy bottoms. Shirt tails are to be worn tucked in as appropriate. Nametags will be worn at all times.

Appropriate		Inappropriate
Oxford-type button-up shirts Polo shirts Sweaters/turtlenecks Suit jackets	<b>Tops</b>	T-shirts or undershirts Tank tops Tube tops Halter tops Cropped tops Sleeveless Jerseys Muscle tops Sweatshirts Tight or revealing shirts
Slacks Skirts Jumpers Dresses	<b>Bottoms</b>	Leggings, jersey or spandex Sweatpants or exercise pants Shorts, skorts, or split skirts Jeans or denim fabric of any color Low-rider or hip-hugger pants or skirts Capri, cropped, or stirrup pants Skirts of inappropriate length

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**Action:**

The Dress Code is to be followed by all DWD employees. If an employee is inappropriately attired or groomed, management will inform the employee upon his or her arrival at work. If the employee's appearance is deemed inappropriate, the employee may be sent home without pay to take the appropriate corrective action and return to work. Employees cannot use paid time off to change into proper attire. Repeated violation of the dress code policy will be cause for disciplinary action up to and including termination.

**Effective Date:** August 1, 2005

**Review Date:** April 1, 2006

**End Date:** August 1, 2007

**Ownership:** Human Resources